

# Labor Redistribution Instruction Sheet

## Section 1

Field	Field Definition
<b>Employee Information</b>	
Employee ID	This is the 800xxxxxx number assigned to the employee in Banner.
Employee Name	Name of the employee this change pertains to.
Position - Suffix	This is the job (position number and suffix) associated with the labor redistribution.
Employee Class (CLS)	This is the class associated with the job being changed.
<b>Pay Event Information</b>	
Pay Year	This represents the calendar year associated with the labor redistribution.
Pay Id	This represents the payroll that this job is paid. (SC = Regular exempt employees paid on a current basis, SL = Non-exempt/temp employees paid on a lag).
Earn Code	Earnings code associated with the labor redistribution.
Pay No	This represents the payroll number that this job was paid.
Seq	This represents the sequence number of the labor distribution (make sure to use the most current labor distribution)
<b>Current Distribution</b>	
Grant	This represents the Grant number related to the index the labor charge is being changed from (Restricted indexes only)
Index	This represents the index related to the finance account the labor charge is being changed from (must be entered).
Fund	This represents the fund related to the index the labor charge is being changed from (must be entered).
Account	This represents the account number the labor charge is being changed from (must be entered).
Hours (Hrs)	This represents the hours associated with the labor charge that is being changed (must be entered).
Percent (%)	This represents the labor distribution allocation associated to the current distribution index (must be entered).
Amount	This represents the dollar amount associated to the current distribution index (must be entered).
<b>Distribution Change</b>	
Grant	Grant related to the index the labor charge is being moved to (Restricted indexes only).
Index	Banner index related to the Finance account the labor charge is being changed to.
Fund	Fund related to the index the labor charge is being changed to.
Account	This field will be automatically populated with the account code that is entered in the Current Distribution. The account cannot be changed on an LRF.
Hours (Hrs)	Hours for the new labor distribution (when hours are entered the percent and amount will be calculated by the form based on the current distribution).
Percent (%)	Percent of the new labor distribution (when percent is entered the hours and amount will be calculated by the form based on the current distribution).
Amount	Dollar amount of the new labor distribution (when amount is entered the hours and percent will be calculated by the form based on the current distribution).

Employee, Pay Event, and Current Distribution information can be found in the HR-SPA Labor Expense Report in the Finance portlet of the Business, Finance & HR Administrative tab in Cognos or the ZHIDIST form in Banner.

A justification for the change must be entered in the Justification for Change field.

In Section 2 (Requestor information), please enter the Date of the Request and the Name and Contact information (Phone, Department, e-mail Address and Campus box) of the person making the Request

Labor Redistribution forms will need to be routed and approved based on internal departmental procedures.

Pay Period Numbers

Payroll ID	Payroll Number	Pay Period			Payroll ID	Payroll Number	Pay Period	
		Begin	End				Begin	End
SL	1	12/16	12/31		SC	1	1/1	1/15
SL	2	1/1	1/15		SC	2	1/16	1/31
SL	3	1/16	1/31		SC	3	2/1	2/15
SL	4	2/1	2/15		SC	4	2/16	2/28
SL	5	2/16	2/28		SC	5	3/1	3/15
SL	6	3/1	3/15		SC	6	3/16	3/31
SL	7	3/16	3/31		SC	7	4/1	4/15
SL	8	4/1	4/15		SC	8	4/16	4/30
SL	9	4/16	4/30		SC	9	5/1	5/15
SL	10	5/1	5/15		SC	10	5/16	5/31
SL	11	5/16	5/31		SC	11	6/1	6/15
SL	12	6/1	6/15		SC	12	6/16	6/30
SL	13	6/16	6/30		SC	13	7/1	7/15
SL	14	7/1	7/15		SC	14	7/16	7/31
SL	15	7/16	7/31		SC	15	8/1	8/15
SL	16	8/1	8/15		SC	16	8/16	8/31
SL	17	8/16	8/31		SC	17	9/1	9/15
SL	18	9/1	9/15		SC	18	9/16	9/30
SL	19	9/16	9/30		SC	19	10/1	10/15
SL	20	10/1	10/15		SC	20	10/16	10/31
SL	21	10/16	10/31		SC	21	11/1	11/15
SL	22	11/1	11/15		SC	22	11/16	11/30
SL	23	11/16	11/30		SC	23	12/1	12/15
SL	24	12/1	12/15		SC	24	12/16	12/31



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Labor Redistribution Form (Only used to reallocate actual expense, future changes require LPAF)

**Section 1: (Must be completed)** **EMPLOYEE INFORMATION**

Employee ID: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Position - Suffix: \_\_\_\_\_ ECLS \_\_\_\_\_

Pay Year	Pay ID	Earn Code	Pay No	Seq	Current Distribution							Distribution Change								
					Grant	Index	Fund	Account	Hrs	%	Amount	Grant	Index	Fund	Account	Hrs	%	Amount		
Current Distribution Totals must equal Distribution Change Totals:					Current Distribution Totals:							Distribution Change Totals:								

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Justification for Change: \_\_\_\_\_

**Section 2: (Must be completed)** **REQUESTOR INFORMATION**

Date (mm/dd/yyyy): \_\_\_\_\_ Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Department \_\_\_\_\_ e-mail Address: \_\_\_\_\_ Campus Box: \_\_\_\_\_

**Section 3: (Must be completed)** **Departmental Approval**

I certify that the above named individual performed work as noted and the above percentages reflect a reasonable estimate of work performed during the stated period.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Route form to the College Business Office or Research Center